

**Middletown Springs Building Committee  
Middletown Springs Library  
Wednesday, September 4, 2019**

**APPROVED MINUTES**

Attendance: Michael Beattie, Fred Bradley, Kimberly Bushnell - Clerk, Kristal Hier - Vice Chair, Tom Hurcomb, Patty Kenyon - Chair, Maureen McCormack, David Munyak, David Wright, Herb Childress (selectboard)  
Absent: Robin Chesnut-Tangerman

1. **Call to Order** The meeting was called to order by P Kenyon at 7:05 pm.
2. **Approval of Minutes - Unapproved Minutes of 8/15/2019** M McCormack moved to accept the minutes of August 15, 2019 as written, T Hurcomb seconded. Motion carried.
3. **Public Comment:** none
4. **Feasibility Study Final Report**
  - a. **Review Report & Discuss Next Steps**
    - i. The fundraising feasibility study has been received and reviewed by the administrative team of the committee and shared with the selectboard. To protect the privacy of the individuals interviewed CPG recommends limiting the number of people who see the whole report. The Executive Summary gives a comprehensive overview of the process and the results.
    - ii. Despite CPG's recommendation to increase the amount of the bond for the town building, the selectboard is adamant that the bond not be higher than originally projected.
    - iii. Focus for this meeting is on what the Building Committee needs to accomplish between now and a November bond vote, based on feedback from the report.
    - iv. **To Do List:**
      1. Prepare answers to the questions raised by interviewees, send them & the executive summary with another thank you to those who were interviewed. P Kenyon to draft with help of committee's Administrative Team. Self-impose deadline is Oct 1 deadline. Send out with list of foundations and their board members in case any of those interviewed can help with introductions in the grant application process.
      2. Move forward on getting a set of construction drawings and spec list. (is that what it is called? Did someone take this on??)
      3. Get an estimate from a company that does prefab building (like Bensonwood who we met with in the past) using our preliminary engineering. Get it for the shell-only and for complete project. (M Beattie)
      4. Review potential grant list provided by CPG. (K Bushnell, M McCormack, K Hier, & P Kenyon, with wordsmithing help from H Childress)
      5. Library Building - get it appraised. (H Childress)

- 6. Approach Elizabeth Marks of the VT community Foundation (grant team).
  - 7. Solicited pledges for inkind labor hours
    - a. Make list of who to approach (M McCormack & D Wright)
    - b. Prepare a guiding document & pledge form so the “asks” are consistent and uniform. (P Kenyon & team)
  - 8. Approach Leahy’s office (& other legislators) to discuss this project which repurposes a reclaimed brownfield, and the other projects. Include the regional & local planning commissions and Ed Bove of RRPC. (Selectboard with R Chesnut-Tangerman)
5. **Building & Design**
- a. **Update on Project Construction Eval sub committee - Querrey Mtg**
    - i. D Munyaiak & H Childress 8/30 met with Dan Querrey. They presented an overview and drawings and asked for his opinion on project management issues. D Querrey suggested using a project manager, who had extensive building experience, and was not already connected in some way to the town. D Munyaiak shared more details of how D Querrey saw this working, including the idea that a retired contractor might make a good project manager. This same person could be project manager on all town building projects.
  - b. **Renderings** - not available. D Munyaiak has not heard from Colin.
6. **Other Business** none
7. **Next meeting scheduled: Thursday, September 19, 2019**
- a. K Bushnell not available to take the minutes.
8. **Adjournment** - M McCormack moved to adjourn. M Beattie seconded. Motion carried. The meeting adjourned at 8:45 pm

Respectfully submitted,  
Kimberly Bushnell, Clerk